

Appendix 1

Packing and Shipping Diagnostic Specimens and Infectious Substances to the State Public Health Laboratories In Jackson, Knoxville and Nashville, Tennessee

United States, international, and commercial regulations mandate the proper packing, documentation, and safe shipment of dangerous goods in order to protect the public, airline workers, couriers, public and private carriers, and other persons who work for commercial shippers and those people who handle the dangerous goods within the many segments of the shipping process. **Failure to follow governmental regulations for the packing and shipping of diagnostic specimens and infectious substances and other dangerous goods can result in criminal prosecution and substantial financial penalties.**

SHIPPER RESPONSIBILITY

Shippers are responsible for all aspects of packing diagnostic specimens and infectious substances and must comply with the specific regulations for the type of transport in use.

- ◆ The International Air Transport Association (IATA), United States Postal Service (USPS), the federal Department of Transportation (DOT) are each federal organizations with their own sets of regulations.
- ◆ Commercial carriers such as Federal Express (FedEx), United Parcel Service (UPS), and other carriers are required to follow the specific regulations that apply to the method of transport. For example, specimens sent by air must comply with IATA regulations. These regulations will ensure as much as reasonably possible the safety of persons who handle the packages during shipment and the arrival of the shipment in good condition at its final destination.

PLEASE CONSULT THESE IMPORTANT WEBSITES FOR SPECIFIC INFORMATION

United States Postal Service

<http://pe.usps.gov>

Search for the Domestic Mail Manual (DMM)

Search Hazardous Materials

Go to the DMM CO23 Hazardous Materials

Department of Transportation (DOT)

Go to: <http://www.dot.gov/>

49CFR

International Air Transport Association (IATA)

www.iata.org

Federal Express

<http://www.fedex.com/us/services/express/addservopt/dangerousgoods/regulatory.html>

Dangerous Goods Guide

United Parcel Service (UPS)

<http://www.ups.org/>

UPS will ship Diagnostic Specimens, but will not transport Infectious Substances.

Appendix 2

Conversion to Military Time

Civilian	Military
1:00 AM	0100
2:00	0200
3:00	0300
4:00	0400
5:00	0500
6:00	0600
7:00	0700
8:00	0800
9:00	0900
10:00	1000
11:00	1100
12 Noon	1200
1:00 PM	1300
2:00	1400
3:00	1500
4:00	1600
5:00	1700
6:00	1800
7:00	1900
8:00	2000
9:00	2100
10:00	2200
11:00	2300
12 MIDNIGHT	2400

Appendix 3

Tennessee's Two-Digit County Code List

1	Anderson	49	Lauderdale
2	Bedford	50	Lawrence
3	Benton	51	Lewis
4	Bledsoe	52	Lincoln
5	Blount	53	Loudon
6	Bradley	54	McMinn
7	Campbell	55	McNairy
8	Cannon	56	Macon
9	Carroll	57	Madison
10	Carter	58	Marion
11	Cheatham	59	Marshall
12	Chester	60	Maury
13	Claiborne	61	Meigs
14	Clay	62	Monroe
15	Cocke	63	Montgomery
16	Coffee	64	Moore
17	Crockett	65	Morgan
18	Cumberland	66	Obion
19	Davidson	67	Overton
20	Decatur	68	Perry
21	Dekalb	69	Pickett
22	Dickson	70	Polk
23	Dyer	71	Putnam
24	Fayette	72	Rhea
25	Fentress	73	Roane
26	Franklin	74	Robertson
27	Gibson	75	Rutherford
28	Giles	76	Scott
29	Grainger	77	Sequatchie
30	Greene	78	Sevier
31	Grundy	79	Shelby
32	Hamblen	80	Smith
33	Hamilton	81	Stewart
34	Hancock	82	Sullivan
35	Hardeman	83	Sumner
36	Hardin	84	Tipton
37	Hawkins	85	Trousdale
38	Haywood	86	Unicoi
39	Henderson	87	Union
40	Henry	88	Van Buren
41	Hickman	89	Warren
42	Houston	90	Washington
43	Humphreys	91	Wayne
44	Jackson	92	Weakley
45	Jefferson	93	White
46	Johnson	94	Williamson
47	Knox	95	Wilson
48	Lake		

Appendix 4

National Laboratory Training Network (NLTN)

Mailing Address: Southeastern Office
PO Box 160385
630 Hart Lane
Nashville, TN 37216-0385

Phone: (615) 262-6315
(800) 536-NLTN

FAX: (615) 262-6441

The National Laboratory Training Network (NLTN) is a training system sponsored by the Associated of Public Health Laboratories (APHL) and the Centers for Disease Control and Prevention (CDC). The NLTN is comprised of four regional offices all located in public health laboratories across the United States, one of which is located in Nashville, TN. Each office serves a number of states and is staffed by an APHL regional coordinator and a CDC training advisor who have education and experience in clinical laboratory training.

The NLTN offices work with state and federal agencies, state public health laboratories, colleges and universities, professional organizations, business and industry to provide low cost, high-quality continuing education for testing personnel in medical, public health, and environmental laboratories throughout the U.S. and its territories.

TRAINING RESOURCES AVAILABLE FROM THE NLTN

➤ **Computer Assisted Instructional Programs (CIA) [available on CD-ROM]:**

Module I DNA: The Foundation of Molecular Technology

Module II DNA: Molecular Technology Techniques

Written on a basic level, these two programs are ideal for assisting laboratorians lacking basic knowledge in molecular biology, providing a review for experienced laboratorians, and teaching students in programs teaching molecular biology and/or molecular techniques. The modules are available from the NLTN-Southeastern Office for \$40.00.

- **Internet Course** – on Shiga-toxin producing *E. coli* is available on the NACMID Home Page. This program was developed by the NLTN-Northeast Office in cooperation with NACMID and can be found at <http://www1.shore.net/~nacmid/>
- **Resource Library** – Each NLTN office maintains a lending library to serve its region. Audiotapes, videotapes, slides, and other materials are available for loan free of charge. Information on the Southeastern Office offerings follows this listing.
- **Satellite Videoconferences** – The NLTN Southeastern Office located in Nashville, TN serves as a downlink site for satellite videoconferences from CDC and Public Health throughout the year. Many of these are available from our lending library (see library listing.) Other NLTN offices also have this capacity-contact your Regional Office.
- **Workshops in a Box** – A pre-packaged program that can be used in group settings in your own facility. Lengths vary from 2 contact hours to 5 contact hours and carry CEU credit when used as directed. Available from the NLTN-South Central Office. Contact this office at 504-568-2547 for topics available and ordering information.